



# **Plat Deferral Package**

In accordance with section 35-434 of the San Antonio Unified Development Code, the Planning Commission may grant a deferral of the requirement to plat for a subdivision of four (4) or fewer lots to allow a building permit and/or utility services prior to plat approval. The time period for which the platting requirement may be deferred shall normally not exceed one hundred and eighty (180) days.

## **Minimum Required Items**

1. A letter of request from the land owner or his duly authorized agent stating that a surveyor or engineer has been formally retained to prepare the required plat, what services are needed, justifying why the plat deferral is necessary, and the alternatives or consequences to the land owner if the request is denied.
2. An affidavit signed by the landowner or his duly authorized agent acknowledging his liability to comply with the Unified Development Code (attached) Duly authorized agent requires letter of agent.
3. Completed engineer/surveyor certification (see attached) with signature and seal (attached). Variances are not allowed for these certification conditions.
4. The appropriate plat deferral and platting fee with completed plat application.
5. Four (4) full size preliminary plats with contours and surveyor's/engineer's signature and seal.
6. Two (2) 8 1/2 " x 11" reduction of preliminary plat on bond paper.
7. A preliminary review from the Drainage Section, TIA and Traffic sections of the Development Services Department confirming that the land does not require a flood plain permit.

Applicant shall submit application and required documents for completeness review in accordance with section 35-434(c). Only requests approved by Drainage and the Director of Development Services will be forwarded to the Commission. Additionally, if the application is complete the requests will be processed, reviewed, and scheduled for Planning Commission consideration in accordance with required reviews, established deadlines, and scheduling procedures.

Your cooperation in this matter is appreciated. If you have any questions regarding the required items, fees, reviews, procedure, or scheduling please contact a Subdivision Section representative at 207-0121.



**City of San Antonio  
Development Services  
Subdivision Section**

This is to certify that in accordance with section 35-434(a) of the Unified Development Code, \_\_\_\_\_ has been retained on \_\_\_\_\_, by \_\_\_\_\_ to prepare the required Subdivision plat for the subject property located at:

\_\_\_\_\_  
proposed subdivision plat name

\_\_\_\_\_  
address/street name

We expect to accomplish a complete filing for the required subdivision plat within 180 days of Planning Commission action on this plat deferral request, and consideration and approval by the Commission within 30 days after the complete filing date.

I further certify that the subject property contains a suitable building site and that the conditions listed below are met:

1. The proposed plat is not part of a Planned Unit Development (PUD) and/or other approved applicable plan.
2. The proposed plat will not require a Flood Plain Development Permit.
3. The proposed plat is not a replat, which requires a public hearing involving notification (long public hearing).
4. Construction will not encroach onto an existing or proposed easement, right-of-way, or building setback lines.
5. The proposed plat will not require a variance to the Unified Development Code at the time of plat consideration by the Planning Commission (any variance including sidewalks).
6. The proposed plat is not subject to or contingent upon a change in zoning classification.
7. Construction will not occur over the Edwards Recharge Zone.
8. All of the proposed lots have existing frontage and access to a public street.
9. All utilities are existing and no public improvements will be required with the proposed plat.
10. Does not involve closure or vacating of public R.O.W.

by: \_\_\_\_\_  
registered professional engineer/land surveyor

S E A L

date: \_\_\_\_\_

**City of San Antonio**



# AFFIDAVIT OF FACTS AND WAIVER OF RIGHTS

State of Texas     }  
County of Bexar   }

Before me, the Undersigned authority, on this day personally appeared \_\_\_\_\_  
\_\_\_\_\_, known to  
me to be the person whose name is subscribed hereto, and being by me first duly sworn, did  
upon his oath depose and say the following:

1. My name is \_\_\_\_\_ and I am  
the owner/agent of and/or corporate representative for the property located at:  
\_\_\_\_\_
2. I have applied to the Planning Commission for a plat deferral in accordance with the Unified  
Development Code to obtain a building permit and/or utilities prior to platting/replatting  
the above described property.
3. I fully understand that the granting of a plat deferral by the City of San Antonio Planning  
Commission is predicated upon certain conditions, one of which was the execution of this  
affidavit prior to the consideration of the request.
4. I fully understand that the granting of a plat deferral by the City of San Antonio Planning  
Commission does not in any way relieve me from the requirements of the City of San  
Antonio Unified Development Code relative to the above described property and I agree  
to cause a plat of the property to be filed with the Planning Commission within 180 days  
of the plat deferral approval date.
5. I fully understand and acknowledge the risks, including financial risks, accompanying the  
Construction of \_\_\_\_\_, prior to  
the platting/replatting of the above described property.
6. I hereby waive any rights to assert a claim or cause of action against the City of San Antonio  
(including the City acting by and through the City Public Service Board) now or in the  
future in connection with the granting of this plat deferral.
7. I hereby acknowledge that the above described property or any rights therein shall not be  
assigned, conveyed, sold, or otherwise hypothecated prior to the platting/replatting of  
said property.
8. I fully understand and acknowledge that if the subdivision plat is not formally filed with the  
City of San Antonio Planning Commission within 180 days of the plat deferral approval  
date and considered within thirty (30) days thereafter, the Commission may upon  
reasonable notice as provided in its procedures, authorize termination of utility service  
and/or revoke the building permit to the property until such time the property is platted in  
accordance with the Unified Development Code.

9. The above notwithstanding I hereby agree to indemnify and save harmless the City of San Antonio (including the City acting by and through the City Public Service Board) from any and all claims, suits, demands, damages, and responsibilities, expenses, (including attorneys fees and court costs) and from liabilities of every kind and character, incurred, known or unknown, existing now or hereinafter arising from, or in any way connected with the granting of a plat deferral by the City of San Antonio Planning Commission in accordance with the Unified Development Code to obtain a building permit and/or utility connection prior to platting of the above described property.

By:\_\_\_\_\_

Title:\_\_\_\_\_

Sworn to and subscribed before me by \_\_\_\_\_ on  
this the \_\_\_\_\_ day of \_\_\_\_\_, to certify which witness by hand and seal of office.

\_\_\_\_\_  
Notary Public, State of Texas

My commission expires:\_\_\_\_\_